

Kentucky Applied Behavior Analyst Licensing Board

April 24, 2015

A regular meeting of the Kentucky Applied Behavior Analyst Licensing Board was conducted on April 24, 2015 at the Office of Occupations and Professions, in Frankfort, Kentucky.

<u>Members Present</u> Tammy Hammond-Natof, PhD - Chair Anne Gregory Steve Foreman, Vice Chair Cyndi Blackledge, PhD Allan Allday, PhD Stephen Wood Scott Brinkman, Attorney at Law <u>Members Absent</u>	<u>Occupations and Professions Personnel</u> Lindsey Melton, Board Administrator <u>Others</u> Marcus Jones, General Counsel (filled in for Michael Head)
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Call to Order

Dr. Natof called the meeting to order at 10:05am.

Approval of Minutes

Minutes of the March 20, 2015 meeting were presented for the Board's review. Mr. Foreman made a motion to approve the minutes as presented. Mr. Wood seconded that motion and it carried.

Financial Report

The Board reviewed the financial report ending March 31, 2015.

Mrs. Melton informed the Board that at this time there was a balance of \$3,277.66 left to be paid for Fiscal Year 2013 for travel expenses that could be paid out of this quarter's allotment as long as the Board voted to make that payment. Mr. Foreman made a motion to pay the

travel for that Fiscal Year with this quarter's allotment. Dr. Allday seconded that motion and it carried.

Mrs. Melton presented the Memorandum of Agreement that the Board is required to vote on yearly for the services provided by the Office of Occupations and Professions. Mrs. Melton explained that since last year was a biennium year that this year's MOA was only a renewal of the agreement that was signed last year and the dollar amount was exactly the same as well as the services that the office offers. Mr. Wood made a motion to approve the MOA and have Dr. Natof sign on behalf of the Board. Ms. Gregory seconded that motion and it carried.

Report from O&P

Mrs. Melton reported the Office of Occupations and Professions will soon have a new phone system where each employee will have their own number and/or line. The existing 502-564-3296 number will remain connected for a main line.

Mrs. Melton has received several online renewals for ABA licensees and feels the system is working properly at this time. Any concerns or issues will be addressed as they are received from licensees.

Board Counsel Report

Assistant Attorney Marcus Jones filled in for Board Counsel Michael Head. Mr. Jones informed the Board that Mr. Head would be back for their May meeting as he had been out of the office.

Old Business

The Board asked Mr. Jones if the revised documents had been submitted by Mr. Head to the Legislative Research Commission. Mr. Jones was unaware if those documents had been filed with LRC but asked Mrs. Melton to send him the copies and he would look into the issue and possibly file them for Mr. Head.

Dr. Natof had all members review the final draft of the letters that will be sent for unlicensed activity and approval for licensure with the understanding that the Board will take disciplinary action if a lapse in license should ever happen again. Mr. Wood made a motion to approve the final drafts of the letters. Mr. Foreman seconded that motion and it carried.

The Board went over some legislative changes that they still hope to change in the near future with the General Assembly. Dr. Natof went over the requests of the Kentucky Psychological Association and discussed how the two groups could work together to make these much needed changes. The Board will begin seeking help from legislatures and try to make some

ground during the summer before the General Assembly starts back for its session in January 2016.

New Business

Mrs. Melton reported there were six (6) new applications for the April meeting and one (1) application pending further information from the February meeting. The following applications were approved:

- Holly Morrison (LBA)
- Courtney Lee (LBA)
- Julianne Jasper (LBA)
- Cortney Neese (LBA)
- Kristen Clan (LBA)
- Stephanie Manecke (LBA)

Mrs. Melton reported there are currently 109 licensees at this time.

Mrs. Melton went over the possibility of creating another Request for Proposal in order to obtain another Board Investigator in case one more would become necessary with the increase in watching for unlicensed activity. Mr. Foreman made a motion that the Board out another RFP for Investigative Services. Dr. Blackledge seconded that motion and it carried.

Mr. Foreman informed the Board that ABAI has requested he participate in a panel at the upcoming conference and go over current issues facing the profession and regulatory behavior analysis boards. Dr. Natof recommended the Board assist with some of his expenses since he will be speaking on behalf of the Kentucky Board. Mr. Wood made a motion that the Board pay for Mr. Foremans registration for the conference and his lodging. Dr. Blackledge seconded that motion and it carried.

Travel and Per Diem

Mr. Foreman made a motion to approve travel and per diem for today's meeting. Mr. Wood seconded that motion and it carried unanimously.

Adjournment

Mr. Foreman made a motion to adjourn the meeting. Ms. Gregory seconded that motion and it carried unanimously. Meeting adjourned at 11:26am.